



JOB DESCRIPTION

Title: **STREET SUPERINTENDENT**
Department: Streets and Water
Class Code: 3025
FLSA Status: Non-Exempt
Effective Date: January 9, 1987 (Rev. 07/2008)
Grade Number: 25

GENERAL PURPOSE

Under the general supervision from the Public Services Deputy Director, supervises street employees and directs maintenance operations of streets.

EXAMPLES OF DUTIES

- *-- Assist the Public Services Deputy Director in hiring, training, disciplining and evaluating employees; fills in for the Deputy Director upon request.
- *-- Directs operations concerning maintenance of streets; assigns daily work to various crews, and monitors the progress of each work assignment.
- *-- Compiles various reports regarding streets; provides street, curb and gutter, and storm drain information to the public, outside and inside agencies.
- *-- Assists in the planning and organizing of the Street division; assists in the preparation of the budget.
- *-- Represents the Street Division at various City meetings and elsewhere; handles public complaints.
- *-- Deals with the division personnel difficulties; handles the difficulties that leadworkers and their supervisors cannot handle.
- *-- Inventories supplies and equipment; orders necessary supplies and equipment; schedules crews for maintenance on equipment.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Six (6) years experience in a street, storm drain related field, at least three (3) of which must have been in a supervisory capacity OR an equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Commercial Driver license.

Necessary Knowledge, Skills, and Abilities

- Thorough knowledge of the Street Division and its practices and procedures.
- Skill in operating all Street Division equipment.
- Ability to establish effective working relationships with employees; must communicate effectively both verbally and in writing;
- Ability to motivate employees.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets, and database software; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.